

# Steps for Employers to Enroll in the SHOP Marketplace

Small business employers with 50 or fewer full-time equivalent employees (FTEs) can apply for health coverage any time during the year.

If your business is in a state that's running its own SHOP Marketplace, follow your state's application and enrollment process. Visit the [small business employer's page](#) on HealthCare.gov and select your state from the menu. Or contact the SHOP Employer Call Center at 1-800-706-7893. TTY users should call 711 to reach a call center representative.

If your business is in a state that isn't running its own SHOP, use HealthCare.gov to enroll. Select **APPLY NOW** for your state, then follow these steps.

# 1

## Create an account

- Create username and password
- Create security questions
- Complete profile
- Verify identity

# 2

## Verify eligibility

- Enter employer and contact information
- Verify you meet all SHOP requirements
- Enter employee information
- Review & sign application
- Get an eligibility confirmation

# 3

## Create enrollment criteria

- Set enrollment period
- Set the effective date of coverage
- Select new employee waiting period (optional)
- Decide how to offer coverage
- Set your premium contribution
- Select coverage

# 4

## Enroll employees

- Tell employees about coverage offer
- Track employee participation

# 5

## Submit application

- Review your application
- Sign the SHOP user agreement
- Submit application
- Pay your first month's premium

